



Post Date: May 23, 2013
Removal Date: July 3, 2013

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Fire Chief
DEPARTMENT: Fire Department
HOURS: 40 Hours per Week
PAY GRADE: Schedule 2080 (Grade 22) \$59,579.52 - \$94,878.37

SUMMARY: This position is responsible for the administration and direction of the Fire Department in accordance with all applicable laws and City of Gautier policies and procedures. The incumbent makes administrative and operational decisions pertaining to firefighting, fire prevention, fire inspection, and fire investigation. Duties involve policy development, establishing training standards, and providing guidance in enforcement of various laws, codes, and ordinances. Considerable initiative and independence of action is required in the position. Incumbent works under the supervision of the City Manager and work is reviewed through conferences, written reports, accomplishment of desired results and accomplishment of established objectives.

PREFERRED EXPERIENCE

- Natural Disasters readiness and response
- Hazardous Material training
- Swift water rescue
- Confined space rescue

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in fire science, fire protection, public administration or a closely related field; and seven (7) years of progressively responsible experience in full time fire service including a minimum of two (2) years in a supervisory position as a lieutenant, captain, deputy chief or higher;

Or

High School Diploma is acceptable, however, an Associate's degree is preferred in fire science or fire protection technology with courses in business administration, public administration or a related field and ten (10) years of progressively responsible experience in full time fire service including a minimum of four (4) years in a supervisory position of lieutenant, captain, deputy chief or higher.

(Full job description is attached.)

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, HR Generalist at (228) 497-2539 or send an email to: vbarnett@gautier-ms.gov.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for additional information on how to apply.

XC: City Clerk Department
Civil Service Commission
Economic Development Department
Finance Department
Fire Department (3)
Human Resources Department
Police Department
Clearwater Solutions, LLC
WLOX
Cableone (Channel 13)
www.gautier-ms.gov
www.careerbuilder.com
www.firechief.com
Colleges/Universities
Facebook/Twitter

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



FIRE CHIEF

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|---------------------------|-----------------|----------------------|--------------------|
| Department: | Fire Department | Pay Grade: | 22 (Schedule 2080) |
| Reports To: | City Manager | Exempt (Y/N): | Y |
| Competitive (Y/N): | N | | |

SUMMARY:

This position is responsible for the administration and direction of the Fire Department in accordance with all applicable laws and City of Gautier policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Plans departmental operations with respect to equipment, apparatus and personnel and supervises the placing of such plans into effect.
- Issues orders for improvement of work methods and for enforcing rules and regulations.
- Keeps informed as to personnel, property and operations of the department;
- Receives reports on personnel, property, and operation issues; analyzes reports and takes action on such information in order to improve departmental operations.
- Prepares and monitors annual budget; ensures that all expenditures are within budgetary constraints.
- Assigns personnel and equipment to such duties and uses as the services requires.
- Evaluates the need for new apparatus and supplies; processes requisitions as needed.
- Responds to major alarms and personally directs firefighting operations.
- Investigates the causes and circumstances of fires.
- Directs the inspection of buildings and other properties for fire hazards; oversees fire prevention operations; takes action to secure abatement of fire hazards.
- Ensures that periodic maintenance is performed on all equipment and fire alarm systems.
- Supervises the operation of departmental in service training of personnel.
- Recommends promotions and demotions of fire department personnel.
- Any other duties assigned by the City Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.)

- Computer proficiency in MS Word and MS Excel is required.
- Comprehensive knowledge of modern firefighting methods and ability to apply this knowledge to varied fire control and prevention problems.
- Comprehensive knowledge of the use and operation of a wide variety of fire motor and auxiliary apparatus.
- Thorough knowledge of laws, rules and regulations relating to fire control and prevention
- Thorough knowledge of the geography of the City including the location of principal buildings.

- Ability to maintain discipline and the respect of subordinates, to lead and command personnel effectively, and to instruct them in proper work methods and techniques and in the use of fire apparatus and equipment.
- Ability to plan, initiate and carry out long term programs in Fire Department administration, employee training and fire prevention.
- Ability to plan, assign and coordinate activities performed by a large group of employees in varied firefighting work.
- Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential.
- Excellent communication skills are required to effectively present information in a one-on-one and small group setting.
- Strong interpersonal skills are essential to maintain effective working relationships with others.
- The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.
- Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues or problems, in a professional manner, while adhering to an appropriate policy and procedure.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises the Deputy Fire Chief on a daily basis and indirectly supervises all personnel assigned to the Fire Department.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the Fire Chief encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is exposed to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, wet conditions, extreme cold or heat, risk of electrical shock, explosives, risk of radiation, and vibration and is occasionally exposed to high precarious places. The noise level for this position is usually low to moderate, but may be occasionally loud on fire scenes.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to or more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in fire science, fire protection, public administration or a closely related field; and seven (7) years of progressively responsible experience in full time fire service including a minimum of two (2) years in a supervisory position as a lieutenant, captain, deputy chief or higher;

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REQUIRED LICENSES AND CERTIFICATES

Possession of or ability to obtain and maintain membership within job related programs, institutes and organizations.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, cell phone, and personal computer.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City of Gautier
Screening Schedule

FIRE FIGHTER

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| Advertise | May 23, 2013 – July 3, 2013 |
| Post | May 23, 2013 |
| Cut-Off Date | July 3, 2013 |
| Eligibility List Compiled | July 9, 2013 |
| Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination | |
| Interviews | To be scheduled at a later date |